

4 January 1984

NOTE FOR: GEHA President

FROM:

GEHA Vice President

1. The GEHA By-Laws call for an annual meeting to be held during the month of January. This is a meeting open to all GEHA members as opposed to a meeting of the Board of Directors. It is primarily a reporting exercise with very few people showing up. We are, however, obliged to have one. I have conducted them for the past few years, with Ben doing them prior to that.

2. We have tentatively reserved the auditorium for 27 January 1984 and with your approval of that date will issue an appropriate announcement to publicize the meeting.

APPROVED:

1/5/84
Date

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Annual GEHA Membership Meeting

FROM:

Chief, Insurance Branch
915 Ames Building

EXTENSION

NO.

DATE

4 January 1984

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

C/BSD

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

4 January 1984

MEMORANDUM FOR: Chief, Benefits and Services Division

FROM:
Chief, Insurance Branch

SUBJECT: Annual GEHA Membership Meeting

I have tentatively scheduled the auditorium for 27 January from 1200 - 1400 hours for the annual GEHA membership meeting required under our by-laws. Please advise me if this is suitable and also if you have any special data request for your presentation. Unless you have some other preference, we will do slides of the same type as last year (sample attached). You may wish to change the presentation of pages 9 and 10 especially. You also may wish to make some additional comments about the ongoing reviews and revamping of the life and health programs and the changes in benefits introduced in 1983 for WAEPA and Commercial Air Trip. Just let me know. Meanwhile, I will be drafting the required employee bulletin announcing the GEHA meeting.

Attachment

STAT

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 ROUTING AND TRANSMITTAL SLIP

1/31/84

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1.	Chief, Exec. Dir.		
2.			
3.			
4.			
5.			

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Linda
 Assume you are
 doing some minutes
 to reflect we had our
 annual meeting

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

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OPTIONAL FORM 41 (Rev. 7-76)
 Prescribed by GSA
 FPMR (41 CFR) 101-11.206

ROUTING AND TRANSMITTAL SLIP

Date
4 Jan 84

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1. DD/Pers/SP		<i>[Signature]</i>	1/4/84
2. EO/OP			
3. DD/Pers			
4.			
5. C/BSD			
Action	File	Note and Return	
Approval	For Clearance	Per Conversation	
As Requested	For Correction	Prepare Reply	
Circulate	For Your Information	See Me	
Comment	Investigate	Signature	
Coordination	Justify		

REMARKS

Called Linda and advised of approval. She will expedite an Emp Bulletin to announce meeting and also have posters printed. I am to brief on substance of [redacted]

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, office symbol, Agency/Post)	Room No.	Date
[redacted]	5S 17	[redacted]

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